

CCC CALIFORNIA CONSERVATION CORPS

1719 24th Street, Sacramento, CA 95816



Career Opportunity

March 8, 2016

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

SUPERVISING COOK I PERMANENT / FULL TIME

SALARY

\$3,033 - \$3,798

FINAL FILING DATE

MARCH 22, 2016

POSITION LOCATION

CAMARILLO

RPA # 16-1184

QUESTIONS ABOUT THE JOB

GALE ROGERS

805.278.2787

OR VISIT OUR WEBSITE:

WWW.CCC.CA.GOV

SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT

1719 24TH STREET

SACRAMENTO CA 95816

A medical examination is required for this position.

Duties: Under the direction of the Business Services Officer, the Supervising Cook performs the following performs the following functions related to management and operation of the food service

The California Conservation Corps is a workforce development program that offers young men and women the chance to serve their state and become employable citizens through life skills training and hard work in environmental conservation, fire protection, and emergency services.

department. Areas of responsibility include supervision, instruction, food preparation and control, record keeping and purchasing of food and supplies. Duties include but are not limited to the following:

Plans, organizes, trains and directs the work of the Cook, CCC, Cook Specialist, Kitchen Special Corpsmember and the corpsmembers (CM) Kitchen Staff; responsible for supervision of all kitchen staff, kitchen area and food preparation for three meals a day for a total CM population; implements food service preparation, inspection, sanitation, safety and health standards; daily inspections of kitchen and other work areas ensuring compliance with appropriate Health and Safety codes and MSDS sheets.

Develops and plans daily, weekly and monthly menus; coordinates food preparation including ethnic and dietary meals; ensures that all meals are prepared are appealing provided on time and serviced under sanitary conditions; maintain proper food inventory for up to two weeks; coordinate with management staff on spike meals, special projects/occasions and monthly banquets.

Monitors food service budget and stays within designated amounts; maintains and updates monthly food reports on meals, inventory and quarterly vendor price quotes; prepares purchase orders for food, kitchen and cleaning supplies; maintains a professional line of communication with vendors and coordinates deliveries accordingly;

Follows State and CCC guidelines when purchasing food and equipment items.

Maintains ongoing training for all kitchen personnel as per CCC specialized training certification including Cook Specialist certification; administers CCC and center policies as they relate to CM disciplinary actions; provide Cook evaluations; ensure adequate staffing schedules for all food service and kitchen operational demands.

Oversees storage of all kitchen equipment and maintenance, security, proper rotation of all food commodities and inventory and storage of all kitchen equipment; maintains the proper level of and repair of equipment and supplies necessary for normal food service operations; assist in obtaining bids for kitchen equipment; other duties as assigned as related to the Supervising Cook I, CCC classification.

Desirable Qualifications: Sympathetic understanding of and willingness to work with the resident population of a State agency; supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases. A desire to make a significant, positive difference in the lives of the youth of the State. A strong sense of the values of integrity, honor, loyalty and professionalism. Exhibit strength in character; respect the chain of command; possess unquestionable ethics.

Who May Apply: Applicants currently at the Supervising Cook level, or those who have eligibility for appointment or transfer to this classification. Training and Development (T&D) Assignments may be considered.

Please indicate RPA # 16-1184 in the job title section of your State application.